

**Adams County Health & Human Services and
Veterans Service Board Meeting Minutes
Health & Human Services Building – July 10, 2017**

1. The Adams County Health & Human Services and Veterans Services Board meeting was called to order by Supervisor Robert Grabarski at 4:00 p.m.
2. **Roll Call of Board Members:** Present: Robert Grabarski, Peter Hickethier, Fran Dehmlow, Scott Colburn, Terry Harvey-Beversdorf and Larry Babcock Absent excused: Jack Allen & Marge Edwards

Health & Human Services Staff Present: Kelly Oleson, Sarah Grosshuesch, Wendy Pierce, Erin Schiferl, Cindi Flynn, Donna Richards, Kay Saarinen-Barr, Diane Osborn, Sherrie Manning and Ruth Horndasch.

Veterans Services Staff Present: Steve Dykes

Also present, Barb Petkovsek, Interim County Manager, Kyle Patterson, County Finance Manager, Tom Charles, Behavioral Health Therapist and Reporter Bill Pegler from the Times Reporter.

3. **Was the meeting properly noticed?** Yes
4. **Approval of Agenda** – Motion was made to approve the July 10, 2017 Health & Human Services & Veterans Services Board Meeting agenda by Hickethier/Colburn. Motion carried by UVV.
5. **Approval of Minutes – June 12, 2017 Health and Human Services & Veterans Services Meeting Minutes**– A motion was made to approve the June 12, 2017 Health & Human Services & Veterans Services Meeting Minutes by Colburn/Harvey-Beversdorf. Motion carried by UVV.
6. **Public Comment** – None
7. **Correspondence** – None
8. **Announcements** – None

Veterans Services

1. **Veterans Services Officer's Report June 2017.** A written report was distributed to the Board prior to the meeting. Officer Dykes reviewed his report for the Board. Supervisor Grabarski

asked if the Board had any questions concerning Officer Dykes report. Officer Dykes answered general questions concerning his report.

2. **Review and approval of June 2017 Veterans Services Vouchers and Financial Report.** Supervisor Grabarski asked the Board if they had any questions concerning the Veterans Services Financial Report. Officer Dykes added further explanation concerning a line item in the voucher report. A motion was made by Hickethier/Colburn to approve the Veterans Services vouchers and financial report for June 2017. Motion carried by UVV.

Veterans Services Officer Dykes was dismissed at 4:04 p.m.

Health & Human Services

New Business:

1. **Review May 2017 Health & Human Services Financial Report.** Supervisor Grabarski asked the Board if they had any questions concerning the HHS Financial Report. Fiscal Manager Pierce answered general questions from the Board.
2. **Review & Approval May 2017 Health & Human Services Vouchers.** Supervisor Grabarski asked the Board if they had any questions concerning the HHS voucher report. Members of the Board asked general questions concerning voucher expenses paid. Director Oleson asked Fiscal Manager Pierce to prepare a breakdown of costs associated with large invoices for the Board for the next meeting. There being no further questions, a motion was made to approve the May 2017 Health & Human Services Vouchers by Colburn/Hickethier. Motion carried by UVV.
3. **Director's Report & Manager Narratives.** A written report was submitted to the HHS Board prior to the meeting. Director Oleson added that the agency has been busy with interviewing, hiring and filling positions. Oleson stated that Sarah Grosshuesch, Public Health Officer has turned in her resignation to pursue a great opportunity to relocate to Minnesota to be closer to her family. Her last day with the agency is August 11th and she will be greatly missed. An interim plan will be put into place soon. Interim County Manager Petkovsek stated that Sarah has been a great asset not only to the Health & Human Services Department but also in the community and at the State level. Sarah's ability to discuss our County's needs as it relates to Public Health has been done well. Petkovsek thanked Sarah for going the "extra mile" to make sure our County's needs were met.

Division Updates –

Behavioral Health – Supervisor Hickethier asked if the Drug Court Treatment Coordinator, Lisa Curlss has started. Behavioral Health Manager Saarinen-Barr stated she has been on the job for a few weeks and is doing well.

Fiscal Services – Fiscal Manager Pierce stated that all Health & Human Services staff that are required to do 100% time reporting are using the new system, timesheets.com without any issues. Interim County Manager Petkovsek added that the time tracking system allows for accurate audits and meets UGG requirements. Supervisor Grabarski asked for an ECHO update. Director Oleson stated that PPS is still a struggle and has scheduled regular meetings with ECHO to resolve the problem. Fiscal Manager Pierce stated that she will make scanning a priority and that billing is going very well. Supervisor Grabarski asked for a WIMCR update. Pierce stated that reporting for WIMCR is going well and that the August 14th deadline to submit will be met.

Public Health – Supervisor Grabarski asked about the Seal-a-Smile program. Public Health Officer Grosshuesch stated that LaClinica will offer dental services and will absorb uninsured children and bill Medicaid.

Supervisor Grabarski requested that item #6 be moved up.

- 6. Administration: Discuss and/or approve resolution recognizing Tom Charles for his 29 years of service to Adams County Health & Human Services.** Director Oleson read the resolution recognizing Tom Charles for his 29 years of service to the community. Tom thanked the Board for recognizing him and stated that he was proud that he has been able to work with the members of Adams County. Behavioral Health Manager Saarinen-Barr stated that Tom has been a wonderful asset and that he is committed and dedicated to his work. Kay praised Tom for his positive influence on the community and staff stating that his “pearls of wisdom” will be missed. A motion was made to approve the resolution recognizing Tom Charles for 29 years of service to the Adams County Health & Human Services Department by Hickethier/Colburn. Motion carried by UVV.
- 4. Administration: Update on electronic health record (ECHO) implementation.** Director Oleson stated that the biggest issue is with PPS and pressure has been put on ECHO to get the PPS system working. Fiscal staff must manually enter data for PPS and an extension from the State have been honored but if data is not submitted on time it could result in further issues with the State.
- 5. Administration: Update on Family Care Transition.** Director Oleson stated that a request for money to offset unknown costs relating to the delay in transitioning to Family Care was made by Long Term Support Manager Osborn and Fiscal Manager Pierce for approximately \$68,000. The State awarded the agency this money and it will be used to offset staffing costs. The State also conveyed that there will be no ruling until January 2018 and our transition date is unknown at this time. Additionally, it is not known if the agency will need to make a payment for 2018 or if a pro-rated payment will be made in 2019.

7. **Public Health: Discuss and/or approve Public Health policies.** Public Health Officer Grosshuesch reviewed the updated Proper Vaccine Storage and Handling policy for the Board and answered general questions. A motion was made to approve the updated Public Health policy, Proper Vaccine Storage and Handling by Colburn/Hickethier. Motion carried by UVV.
8. **Administration: Discuss scheduling for public hearing for Health & Human Services budget.** Director Oleson stated that the Board will have the Health & Human Services draft 2018 budget for review at the August 14th regular Board Meeting. A second, Public Hearing/Special Meeting will need to be scheduled for the public to address concerns or ask questions and for the Board to approve the proposed 2018. After a brief discussion by the Board, it was decided that the Public Hearing/Special Meeting will take place on August 29, 2017 at 10:00a.m. at the Community Center.
9. **Next Regular Meeting Date** – Monday, August 14, 2017 @ 4:00 p.m.
10. **Adjournment:** Motion to adjourn at 4:40p.m. by Colburn/Dehmlow. Motion carried by UVV.

*These minutes have been approved by the committee.
Minutes respectfully submitted by Ruth Horndasch.*


Jack Allen – Chair


Ruth Horndasch – Recording Secretary